

COMPANY ACTION REQUEST

TO: DESC-CPC FROM: _____ REQUESTER: _____ PHONE NO: _____

BIDDER CODE(S) (Required): _____

COMPANY NAME:

ATTENTION:

ADDRESS:

E-MAIL:

☐

Assign Bidder Code.

☐

Add Bidder Code to Mailing List(s)

☐

Delete Bidder Code from Mailing List(s)

Reason: _____

THE CONTRACTING OFFICER'S SIGNATURE IS REQUIRED FOR THIS ACTION

☐

Change name to

Novation: _____ New Bidder Code (assigned by -CPC)

☐

Change address (Fill in address block above with new address)

☐

Bidder Profile Data: Size _____

Type of Business: _____

Type of Ownership: _____

FORWARD

☐

Solicitation Mailing List Application package (SF 129)

NEW

☐

UPDATE

☐

THE SIGNATURE OF THE CONTRACTING OFFICER IS REQUIRED ONLY TO DELETE THE BIDDER CODE. THE CONTRACT SPECIALIST MAY SIGN FOR ALL OTHER ACTIONS.

SIGNATURE

PHONE

DATE

☐

Contracting Officer

☐

Contract Specialist

ACTION

TO:

FROM: DESC-CPC

☐

ACTION COMPLETED

SIGNATURE OF PERSON PERFORMING ACTION: _____ DATE: _____